

SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: April 12, 1983

File: 0009.4

TO: CITY OF HALF MOON BAY
GRANADA SANITARY DISTRICT
MONTARA SANITARY DISTRICTFROM: W. S. HEASLET
SAM General ManagerSUBJ: PROPOSED BUDGET - 1983-1984

Attached are five copies of the proposed budget for fiscal year 1983-1984. These costs must be addressed in the Final Revenue Program which must be sent as soon as possible to the State for approval. Delays in getting the State's approval soon will jeopardize our funding for the completion of the Treatment Plant and the outfall.

This budget requires approval by each member agency by resolution; and after all member agencies have approved the budget, it will be ratified by the SAM Board of Directors.

Members of the SAM Board requested the cost for each employee (Lines 8 thru 13 of the budget) to be identified and shown. They are listed as follows:

<u>PERSONNEL TO OPERATE & MAINTAIN THE SAM-OWNED FACILITIES:</u>	<u>SALARIES & BENEFITS:</u>
Line 8 Plant Superintendent	\$ 40,199
Line 9 Chief Plant Operator	33,325
Line 10 Laboratory Technician	28,375
Line 11 Mechanic	24,710
Line 12 Three Plant Operators	79,114
Line 13 Laborer	<u>20,045</u>
TOTAL:	\$225,768

Also attached is SAM's offer to operate and maintain the Collection Systems for the three member agencies utilizing manpower and equipment from Half Moon Bay as may be necessary.

CITY OF HMB; GSD; MSD
April 12, 1983
Page Two

To assist the member agencies in evaluating the attached material, the following information is being presented:

*PRESENT COSTS FOR OPERATION AND MAINTENANCE OF EXISTING
FACILITIES ARE ESTIMATED AS FOLLOWS:*

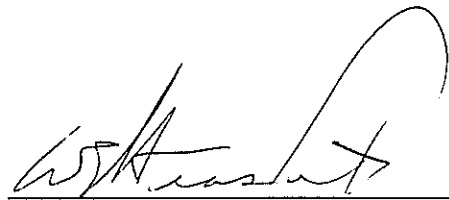
	TOTAL	%	(1) HMB	%	(2) GSD	%	(2) MSD	%
Plant	\$303,673	46%	\$212,390	71%	\$ 22,882	15%	\$ 68,401	34%
Collection	<u>348,209</u>	<u>54%</u>	<u>85,768</u>	<u>29%</u>	<u>129,662</u>	<u>85%</u>	<u>132,779</u>	<u>66%</u>
TOTAL:	\$651,882	100%	\$298,158	100%	\$152,544	100%	\$201,180	100%

(1) Estimated breakdown based on present
City costs.

(2) Percentage breakdown obtained from PSG.

All of the above information must be incorporated into the Final Revenue Program we send to the State for their final approval.

A separate memorandum has been written to each member agency specifically addressing the Revenue Program issues.



W. S. HEASLET
Sewer Authority Mid-Coastside
General Manager

WSH:mau

Attachment

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SEWER AUTHORITY MID-COASTSIDE

P R O P O S A L

DATE: April 7, 1983 FILE:0009.4
TO: SAM BOARD OF DIRECTORS
FROM: W. S. HEASLET
General Manager
SUBJ: PROPOSAL TO OPERATE AND MAINTAIN MEMBER AGENCIES COLLECTION SYSTEMS

Attached is an offer from Sewer Authority Mid-Coastside to maintain the collection systems of the three member agencies.

This program would work on the same basis as the program for the SAM-owned facilities:

1. The cost of the Salaries and Fringe Benefits is guaranteed not to exceed \$69,184.
2. The balance of the budget would be adjusted to actual costs as they become known.
 - (a) Additional costs would be debited to the member agencies.
 - (b) Savings of costs below budget would be credited to the member agencies.
3. Normal care and maintenance costs are anticipated and included in this budget.
4. Major repairs to sewer lines, lift stations and manholes would be assessed for cost, alternatives would be pursued and a presentation of other problems and alternate methods of repair/replacement would be made to the member agency. The final decision of how to handle the problem and the costs related thereto would be the responsibility of the member agency Board or Council.

A major cost would be classified as that exceeding Five Hundred Dollars (\$500). Where this situation developed, the entire cost of repair/replacement would be borne by the member agency.
5. Allocation of cost for the first year would be spread equally between the member agencies since the number of lift stations, miles of pipe, etc. are very similar.
 - (a) If all three member agencies chose to approve this proposal, the cost to each would be Sixty-Five Thousand Sixty-Two Dollars (\$65,062) per year.

April 7, 1983

SAM Board of Directors

Proposal To Operate & Maintain Member Agencies Collection Systems

Page 2

- (b) If two of the three agencies select this proposal, the cost to each would be Ninety-Five Thousand Five Hundred Ninety-Three Dollars (\$95,593).
- (c) If one agency accepts this proposal, the cost will be One Hundred Ninety-Five Thousand One Hundred Eighty-Six Dollars (\$195,186).

The Scope of Service includes the following:

- Clean all sewer lines a minimum of one line per year using a high-pressure cleaner.
- Service trouble areas on a monthly basis.
- Respond to and unplug clogged sewer lines.
- Inspect lateral connections to collection lines.
- Respond to user complaints.
- Inspect, service and maintain lift stations.
- Monthly report of activities to SAM.

It is proposed to clean all sewer lines at least one time per year. The Rents and Leases budget includes the purchase of a high-pressure cleaner/vacuator, combination unit, truck mounted. This unit is designed to actually remove sand and debris from the sewer system. Normal high-pressure cleaners only move the sand and debris down the line.

A root control program is proposed using a combination of chemical treatment and root removal. Ten Thousand Dollars (\$10,000) is set aside under the Chemicals budget for purchase of root control chemicals. Root removal would be accomplished using a trailer-mounted sewer rodder.

Clogged sewers would be unplugged using the trailer-mounted sewer rodder in most cases. Radio communication is proposed to provide ready contact to the Field Crew for response to user calls.

A crew of three (3) persons is provided in the budget. One Line maintenance lead person and two Line persons are dedicated one hundred percent to the sewer collection systems and lift stations. It is estimated the first year will require one man-year of maintenance to bring the lift stations to reliable standards. The proposed budget allows for inspection of lift stations three (3) times per week.

The sewer line maintenance crew will be available for emergency response on a seven-day week, 24-hour per day basis. The sewer line maintenance crew would be under direct control of the Plant Superintendent.

April 7, 1983

SAM Board of Directors

Proposal To Operate & Maintain Member Agencies Collection Systems

Page 3

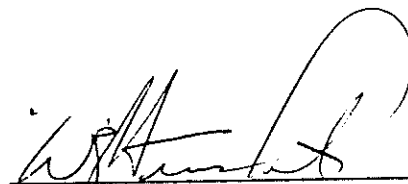
The sewer line maintenance crew leader, in addition to giving day-to-day instruction to the sewer line maintenance person, would be responsible to inspect sewer line connections and to respond to user complaints. All inspections and user complaints would be handled in accordance with the individual agency guidelines and ordinances.

The proposed budget provides for payment of the utilities and propane. The individual agencies may wish to pay the utilities costs for their own lift stations themselves. If they do decide to pay their own utilities, then the proposed budget would be reduced by Thirty-One Thousand Dollars (\$31,000).

Provision has been made to lease/purchase major equipment such as the high-pressure cleaner, sewer rodder and pickup truck. To purchase this equipment outright would require an initial capital outlay of nearly One Hundred Thirty Thousand Dollars (\$130,000). The lease option will require approximately Twenty-Two Thousand Dollars (\$22,000) per year. At the end of the lease period, the equipment would become the property of SAM. The lease period for each piece of equipment is different.

The proposed budget also provides for a monthly report of activities to be submitted to SAM. The activity report will cover the following items:

- Feet of sewer line cleaned in each agency.
- Plugged sewer responses and disposition of each with location indicated.
- User complaints and disposition of each.
- Connections inspected and results of inspections.
- Equipment failures and repairs accomplished.



W. S. HEASLET
Sewer Authority Mid-Coastside
General Manager

WSH:mau

Attachment

P R O P O S E D
1983 - 1984
COLLECTION SYSTEM BUDGET
SUMMARY

Salaries	\$ 54,192
Fringe Benefits	14,992
Chemicals	10,500
Materials and Supplies	750
Fuel and Lubricants	2,850
Maintenance and Repair	26,550
Telephone and Communications	300
Utilities	30,000
Maintenance and Service Contracts	2,800
Convention and Travel	150
Memberships and Dues	10
Training Supplies and Classes	750
Rents and Leases	<u>27,000</u>
<u>TOTAL - OPERATIONS AND MAINTENANCE</u>	\$170,844
Capital Equipment Purchases	6,600
Contingency Reserve (10%)	<u>17,742</u>
<u>TOTAL PROPOSED BUDGET</u>	<u>\$195,186</u>

COLLECTION SYSTEM SUMMARY

Allocation Of Cost: Equal Division Between
Participating Agencies

	TOTAL	HMB	GSD	MSD
Three - Member Participation	\$195,186	\$65,062	\$65,062	\$65,062

P R O P O S E D

1983 - 1984

COLLECTION SYSTEM BUDGET

SALARIES:

Line Maintenance Leadperson	\$22,740	
Line Maintenance Person	16,500	
Line Maintenance Person	<u>14,952</u>	\$54,192

FRINGE BENEFITS:

(Leave Times Included In Regular Salaries)		14,992
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CHEMICALS

Solvents and Cleaners	500	
Vaporooter, Degreasers	<u>10,000</u>	10,500

SUPPLIES:

Janitorial	300	
Operating and Office	250	
Hand Tools	<u>200</u>	750

FUEL AND LUBRICANTS:

Diesel	900	
Propane	1,000	
Gasoline	250	
Lubricants	<u>700</u>	2,850

MAINTENANCE AND REPAIR:

Vehicles	500	
Office Equipment (Pro-Rata Share)	200	
Line Maintenance Equipment	3,000	
Lift Station Repairs (Parts & Service)	15,000	
Motor Control Centers (Annual Service)	2,000	
Paints	500	
General Use Parts (Nuts, Bolts, Pipe, Elect.)	250	
Architectural Repairs	100	
Repairs To Sewer Lines	<u>5,000</u>	26,550

TELEPHONE AND COMMUNICATIONS:

Local and Long Distance		300
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UTILITIES:

Electricity		30,000
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MAINTENANCE AND SERVICE CONTRACTS:

Uniform and Laundry Service	2,000	
Radio Communications	<u>800</u>	
		2,800

CONVENTION AND TRAVEL:

CWPCA Annual Regional Conference		150
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MEMBERSHIPS AND DUES:

Bay Section CWPCA		10
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TRAINING SUPPLIES:

Safety(Films, Brochures, Seminars)	250	
Equipment and Process Seminars	200	
Supervision & Management Seminars	<u>300</u>	
		750

RENTS AND LEASES:

Pickup Truck	2,000	
Sewer Rodder (Trailer-Mounted)	5,000	
High Pressure Cleaner (Truck-Mounted)	15,000	
Backhoe and Operator	2,000	
Boom Truck	1,000	
Contractor's Equipment (Air Compressor, Whacker, Tamper)	<u>2,000</u>	
		27,000

CAPITAL EQUIPMENT PURCHASES:

Mobile Radios (3) and Base Station	4,500	
Portable Radios (2)	600	
Manhole Entry Safety Equipment	<u>1,500</u>	
		6,600

CONTINGENCY RESERVE (10%)

	<u>17,742</u>
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TOTAL PROPOSED BUDGET:

	<u>\$195,186</u>
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SEWER AUTHORITY MID-COASTSIDE

M E M O R A N D U M

DATE: April 8, 1983 FILE: 0009.4
TO: SAM BOARD OF DIRECTORS
FROM: W. S. HEASLET
General Manager
SUBJ: PROPOSED BUDGET FOR FISCAL YEAR 1983-1984

For your inspection and review are the following documents:

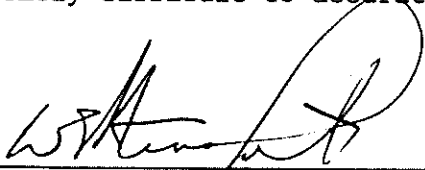
- ATTACHMENT 1 Proposed 1983-1984 General Budget - showing what portion of costs are assigned to Administrative (owned assessment) and Operations & Maintenance (flow assessment).
- ATTACHMENT 2 Comparison of 1983-84 Budget with original anticipated budget prepared in December 1982 and used to compare costs with PSG's proposal.
- ATTACHMENT 3 Anticipated 1982-83 budget issued for previous comparisons.
- ATTACHMENT 4 Line-By-Line Explanation Sheet for each current category.

As before, the starred (*) positions on Page One represent the manpower requirements to operate the system. The total cost of this manpower is shown in a box on Page Two as the Guaranteed figure, not to be exceeded for the fiscal year.

The bottom section of Page Two of the budget shows the assessments to each of the member agencies. These assessments will be made on the following schedule:

- | | |
|--------------------|-----|
| (a) July 1983 | 50% |
| (b) September 1983 | 25% |
| (c) January 1984 | 25% |

As mentioned after a number of categories on the explanation sheet, there may be some adjustments necessary during the fiscal year because this is the first year of operation, and some costs are extremely difficult to accurately assess without prior operating history.


W. S. HEASLET
Sewer Authority Mid-Coastside
General Manager

WSH:mau
Attachment

		1		2		3		4	
Item No.	Description	* Contract Guarantee		Line		Cost Distribution			
				Item Totals		(1) Admin.		(2) O & M	
1	PERSONNEL								
2	1	General Manager	(1)	44434		44434		-	
3		Sub-Total		44434		44434			
4	PROFESSIONAL SERVICES								
5	2	Treasurer	(1)	6000		6000		-	
6	3	Engineer	(1) 54%(2) 46%	10000		5400		4600	
7	4	Legal	(1)	18000		18000		-	
8	5	Audit	(1)	3500		3500		-	
9		Sub-Total		37500		32900		4600	
10	CONTRACT SERVICES								
11	6	Admin. Asst.	(1)	12500		12500		-	
12	7	Secretary	(1) 50%(2) 50%	18242		9121		9121	
13	8	Plant Super.	*(2)	40199				40199	
14	9	Ch. Plant Oper.	*(2)	33325				33325	
15	10	Lab. Tech.	*(2)	28375				28375	
16	11	Mechanic	*(2)	24710				24710	
17	12	Three Plant Oper.	*(2)	79114				79114	
18	13	Laborer	*(2)	20045				20045	
19	14	O&M Service Contracts	(2)	29768				29768	
20		Sub-Total		286278		21621		264657	
21	OTHER								
22	15	Directors Fees	(1)	7800		7800		-	
23	16	Material & Supply	(1)	500		500		-	
24	17	Pubs & Printing	(1)	300		300		-	
25	18	Insurance	(1) 35%(2) 65%	26650		9327		17323	
26	19	Travel & Meets.	(1) 33%(2) 67%	4600		1500		3100	
27	20	Office Exp.	(1) 75%(2) 25%	6000		4500		1500	
28	21	Memberships	(1) 67%(2) 33%	745		500		245	
29	22	Chemicals	(2)	48215		-		48215	
30	23	Equip. Rental	(1) 44%(2) 56%	4450		1450		2500	
31	24	Fuel & Lube	(2)	8000		-		8000	
32	25	Maint. & Repair	(2)	12000				12000	
33	26	Tools & Supplies	(2)	8100		-		8100	
34	27	Vehicle Leases	(2)	8500		-		8500	
35	28	Utilities	(1) 10%(2) 90%	306000		30600		275400	
36	29	Tele. & Comm	(1) 50%(2) 50%	2800		1400		1400	
37	30	Training-Supply/Class	(2)	2350		-		2350	
38		Sub-Total		447010		58377		388633	
39									
40									
				815222		157331		657890	

		1	2	3	4
Item No.	* Contract Guarantee Description	Line Item Totals	Cost Distribution		
			(1)	(2)	
			Admin.	O & M	
1	CAPITOL ACCOUNT				1
2	31 Capitol Equip Purch (2)	3700	-	3700	2
3	32 Capitol Equip Purch (1)	-	-	-	3
4	33 Spare Part Inv. (1)	23134	23134	-	4
5	Sub-Total	26834	23134	3700	5
6	RESERVE ACCOUNTS				6
7	34 Contingency (1)	15538	15538		7
8	35 Repair & Replace (2)	65789		65789	8
9	36 Capital Cost Funds (1)	57499	57499		9
10	Sub-Total	138826	73037	65789	10
11					11
12	GRAND TOTAL	980882	253508	727379	12
13					13
14	(*) Total Contract Labor for O & M Agreement			225768	14
15					15
16	ASSESSMENTS				16
17					17
18					18
19	Description of codes and assessment allocations:				19
20					20
21	(1) Ownership Share (Administration - For interim period				21
22	until LCP's of all member agencies				22
23	have been certified by CCZCO.				23
24	HMB - 50% GSD - 30% MSD - 20%				24
25					25
26	(2) O&M Share - Assessment based on actual flows estimated				26
27	into regional system:				27
28	TOTAL HMB GSD MSD				28
29	Actual flows used 1.220 MGD 0.560 MGD 0.410 MGD 0.250				29
30	Percentage of Total 100% 45.9% 33.6% 20.5%				30
31					31
32	TOTAL HMB GSD MSD				32
33	(1) Administration 253508 126752 76056 50704				33
34	(2) O & M 727379 333867 244399 149113				34
35	TOTAL 980882 460619 320455 199817				35
36					36
37					37
38					38
39					39
40					40

		* Contract Guarantee	Line	Est.	Cost Distribution	
Item No.	Description	Item Totals	12 MONTHS 82-83	(1) Admin.	(2) O & M	
1	PERSONNEL					
2	1 General Manager (1)	44434	44434	-		
3	Sub-Total	44434	44434			
4	PROFESSIONAL SERVICES					
5	2 Treasurer (1)	6000	6400	< 400 >		
6	3 Engineer (1) (2)	10000	10000	-	-	
7	4 Legal (1)	18000	10000	8000		
8	5 Audit (1)	3500	3200	300		
9	Sub-Total	37500	29600	7900		
10	CONTRACT SERVICES O.P. COOK.	-	5500	< 5500 >	-	
11	6 Admin. Asst. (1)	12500	12500	-	-	
12	7 Secretary (1) (2)	18242	16560	841	841	
13	8 Plant Super. *(2)			-		
14	9 Ch. Plant Oper. *(2)			-		
15	10 Lab. Tech. *(2)	225768	209981	-	15787	
16	11 Mechanic *(2)			-		
17	12 Three Plant Opers. *(2)			-		
18	13 Laborer *(2)			-		
19	14 O&M Service Contracts (2)	29768	29768	-	-	
20	Sub-Total	286278	274399	< 4659 >	16628	
21	OTHER					
22	15 Directors Fees (1)	7800	7800	-	-	
23	16 Material & Supply (1)	500	500	-	-	
24	17 Pubs & Printing (1)	300	300	-	-	
25	18 Insurance (1) (2)	26650	24227	3755	< 1332 >	
26	19 Travel & Meets. (1) (2)	4600	2950	-	1650	
27	20 Office Exp. (1) (2)	6000	4500	1125	375	
28	21 Memberships (1) (2)	745	756	< 1 >	< 10 >	
29	22 Chemicals (2)	48215	48215	-	-	
30	23 Equip. Rental (2)	4450	2500	1950	-	
31	24 Fuel & Lube (2)	8000	8000	-	-	
32	25 Maint. & Repair (2)	12000	12000	-	-	
33	26 Tools & Supplies (2)	8100	8100	-	-	
34	27 Vehicle Leases (2)	8500	8500	-	-	
35	28 Utilities (1) (2)	306000	342130	< 3613 >	< 32517 >	
36	29 Tele. & Comm (1) (2)	2800	NEW	1400	1400	
37	30 Training-Supply/Class (2)	2350	NEW	-	2350	
38	Sub-Total	447010	470478	7615	< 28084 >	
Total this page						

		1	2	3	4
* Contract Guarantee		Line	EST	Cost Distribution	
Item		Item	12 MONTHS	(1)	(2)
No.	Description	Totals	82-83	Admin.	O & M
1	CAPITAL ACCOUNT				
2	31 Capital Equip Purch (2)	3700	-	-	3700
3	32 Capital Equip Purch (1)	-	-	-	-
4	33 Spare Part Inv. (1)	23134	25000	<1866>	
5	Sub-Total	26834	25000	<1866>	3700
6	RESERVE ACCOUNTS				
7	34 Contingency (1)	15538	2150	13388	-
8	35 Repair & Replace (2)	65789	71874	-	<6085>
9	36 Capital Cost (1)	57499	57499	-	-
10	Sub-Total	138824	131523	13388	<6085>
11					
12	GRAND TOTAL	980882	975344	19379	<13841>
13					
14	(*) Total Contract Labor for O & M Agreement				15787
15					
16					
17	ASSESSMENTS				
18					
19	Description of codes and assessment allocations:				
20					
21	(1) Ownership Share (Administration - For interim period				
22	until LCP's of all member agencies				
23	have been certified by COZCO.				
24	HMB - 50% GSD - 30% MSD - 20%				
25					
26	(2) O&M Share - Assessment based on actual flows estimated				
27	into regional system:				
28	TOTAL HMB GSD MSD				
29	Actual flows used 1.220 MGD 0.560 MGD 0.410 MGD 0.250				
30	Percentage of Total 100% 45.9% 33.6% 20.5%				
31					
32	TOTAL HMB GSD MSD				
33	(1) Administration 19379 - 9690 - 5813 - 3876 -				
34	(2) O & M <13841> <6353> <4451> <2837>				
35	TOTAL 5533 3337 1162 1039				
36					
37					
38					
39					
40					

GENERAL BUDGET

Full Year Fiscal 1982-83

Page 1 of 2

12/10/82 LSH

Description	(1) Admin	12 Month BUDGET 1982-83	Cost Distribution	
	(2) O&M * Contract		(1) Admin	(2) O&M
PERSONNEL				
Manager	(1)	44434	44434	-
Sub-total		44434	44434	-
PROFESSIONAL SERVICES				
Treasurer	(1)	6400	6400	-
Engineer (1) 80% (2) 20%		10000	8000	2000
Legal	(1)	10000	10000	-
Audit	(1)	3200	3200	-
Sub-total		29600	27600	2000
CONTRACT SERVICES				
Admin Asst.	(1)	12500	12500	-
Secretary (1) 50% (2) 50%		16560	8280	8280
Oper. Coord.	(1)	5500	5500	-
Plant Super.	(2) *	40160	-	40160
Chief Plant Oper.	(2) *	31749	-	31749
Lab. Tech.	(2) *	24596	-	24596
Mechanic	(2) *	23489	-	23489
Plant Oper.	(2) *	69494	-	69494
Laborer	(2) *	20493	-	20493
O&M Serv. Cont.	(2)	29768	-	29768
Sub-total		274309	26280	248029
OTHER				
Directors Fees	(1)	7800	7800	-
Material & Supply	(1)	500	500	-
Copies & Printing	(1)	300	300	-
Insurance (1) 23% (2) 77%		24227	5572	18655
Travel & Meetings (1) 51% (2) 49%		2950	1500	1450
Office Exp. (1) 75% (2) 25%		4500	3375	1125
Memberships (1) 66% (2) 34%		756	501	255
Chemicals	(2)	48215	-	48215
Equip. Rental	(2)	2500	-	2500
Oil & Lub.	(2)	8000	-	8000
Maint. & Repair	(2)	12000	-	12000
Tools & Supplies	(2)	8100	-	8100
Vehicle Leases	(2)	8500	-	8500
Utilities (1) 10% (2) 90%		342130	34213	307917
Sub-total		470478	53761	416717
This Page		818821	152075	666746

FULL YEAR FISCAL 1982-83

		1	2	3	4	5	6
		(1) Admin		12 MONTH		Cost Distribution	
		(2) O&M		BUDGET		(1)	(2)
Description	Contract			1982-83		Admin	O&M
CAPITAL ACCOUNT							
Spare Part Inv.	(1)			25000		25000	-
Sub-total				25000		25000	-
RESERVE ACCOUNTS							
Contingency	(1)			2150		2150	
Repair & Replace	(2)			71874			71874
Capital Cost	(1)			57499		57499	
Sub-total				131523		59649	71874
Grand Total				975344		236724	738620

(*) Total Contract Labor for O & M Agreement

209981

ASSESSMENTS

Description of codes and assessment allocations

(1) Ownership Share (Administration) HMB 50% GSD 25% MSD 25%

(2) O&M Share - assessment based on
actual flows into system.

	HMB	GSD	MSD
Actual Flows Used	.560 mgd	.410 mgd	.250 mgd
Percentage of Total	45.9%	33.6%	20.5%

	Total	HMB	GSD	MSD
(1) Administration	236724	118362	59181	59181
(2) O & M	738620	339027	248176	151417
Total	975344	457389	307357	210598
Collection System	158,643	52847	52847	52847
EQUIVALENT SINGLE ESTIMATED	1134,037	510,281	310,254	263,495
FAMILY RESIDENTS	167.44	161.91	192.10	150.43
(LAST YEAR) EST. Population	5825	2825	1600	1400

SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET

12/10/72 WSM

Budget sheet explanations - by numbered line reference.

GENERAL BUDGET

12/10/82 WSH

Budget sheet explanations - by numbered line reference.

Line	Title	Explanation
1	Manager	Increased cost for conversion to employee status.
2	Treasurer	Cost of employee program for computer to handle added work for employee bookkeeping and reports.
3	Secretary	Will now have full time need as soon as Admin. building is ready for occupancy split time 50% administration and 50% Operations and Maintenance.
4	Operations Coordinator	Anticipate greater use prior to start-up. For evaluations of change orders etc. Actually 87.5% of this cost will be grant fundable.
5, 10, 11, 12, 13, & 14.		These eight persons are those that would be contracted with the City of Half Moon Bay to actually operate and maintain our system. The plant Superintendent is a certified grade V, which is the highest certification available. The appropriate regulations require a grade III to manage a secondary treatment plant of our capacity.
5	CONTRACTS	Below are listed the items included in this category and the 82-83 annual anticipated needs. The annual needs have been adjusted to one month for this budget based on start-up in early June 83.
	Item	Annual need One mo. start-up
	Uniform and Laundry	\$2,468 \$205
	Dump fees (sludge)	20,000 1,700
	Lab. Service	7,000 583
	Biosafety Risk	400 46
	Total	\$29,768 \$2,530
INSURANCE		
	Prior to full operation, we will have to provide full insurance coverage on a pre-paid basis. The various categories and amounts are as follows: These costs are shared 25% admin and 75% O&M based on bottom line total. Details of the composition are also shown:	
	Insurance Item	Cost (1) Admin Cost (2) O&M Total
	General Liability	\$3,000 \$3,000 \$6,000
	Prop. Dam. P.V. 1 & 2	-0- 1,917 1,917
	Prop. Dam. P.V. 3	-0- 4,600 4,600
	Tools (w/adj)	-0- 400 400
	Vehicles	-0- 1,800 1,800
	Workers Comp.	500 5,010 5,510
	General Liability Umbrella	2,000 4,000 6,000
	Total	\$5,500 \$13,727 \$24,227

Line Item Description

20 TRAVEL & MEETINGS

The increase of \$1,450 adds the following: Participation in the Calif. Water Pollution Control Association and Peninsula Wastewater Managers Association. Through the local chapters, there are a number of beneficial functions to SAM as related to the operation and maintenance of our plant.

We are recommending joining CWSA - California Association of Sanitation Agencies. Estimated cost is \$500. The information gained and the association would be of great value to SAM.

BELOW WE HAVE LISTED THE O&M CATEGORIES AND HOW THE INDIVIDUAL ITEMS WITHIN EACH CATEGORY WERE COSTED OUT FOR YEAR AND THEN FOR THIS BUDGET

Full 12 Mo. No. Revised 82-83 No. Est. of 8 used Budget

23 CHEMICALS

Polymer (19 lbs/day @ 2.90/lb) \$20,300 2 mo. \$3,451
Chlorine (55 tons @ 295) 16,225 2,758
Sulfur Dioxide (9 tons @ \$350) 3,150 536
pH 4 Buffer & KI 3,640 619
Analytical chemicals 3,000 510
Maintenance chemicals 1,900 323

Total 12 Mo. \$48,215 Start-up \$8,197

25 FUEL & LUBRICATION

Gasoline \$500 2 mo. \$ 35
Diesel Fuel 3,500 585
Lubricants 1,000 680

Total 12 Mo. \$5,000 Start-up \$1,360

26 MAINTENANCE & REPAIR

Equipment \$6,300 1 month \$536
Vehicles 500 42
Building & grounds 1,200 102
Electrical 2,000 170
Outside Maintenance 2,000 170

Total 12 Mo. \$12,000 Start-up \$1,020

27 TOOLS & SUPPLIES

Hand Tools \$1,500 1 month \$100
Office Supplies 1,700 100% 1,700
Janitorial Supplies 700 50% 350
Household & Appliances (Jan) 4,500 100% 4,500

Total 12 Mo. \$8,100 Start-up \$6,500

28 VEHICLE LEASES

1 pickup truck (leased) @ 2,833 \$8,500 2 mo. \$1,455

29 UTILITIES

Telephone (admin bldg. pgs. 82) \$930 50% \$465
Telephone lease line 2,700 50% 1,350
P.O. & E 335,300 18,378 61,600
Comp (water) 342,200 17% 58,174

Total \$42,110 \$53,739

Line-By-Line ExplanationSEWER AUTHORITY MID-COASTSIDE1983-84 Budget

<u>LINE ITEM NO./DESCRIPTION</u>	<u>AMOUNT/EXPLANATION:</u>
1. General Manager	\$44,434 Any changes are at Board's discretion. At present, cost includes Salary plus Mandatory PERS contribution. General Manager has no other benefits.
2. Treasurer	\$ 6,000 Reduction of \$400 removes amount budgeted last year for employee setup costs for computer. Treasurer's contract price of \$6,000 per year has been in effect for one year.
3. Engineer	\$10,000 No change. This cost covers basic meeting attendance of \$5,400 per year plus \$4,600 for outside consulting budget in case additional engineering services are necessary.
4. Legal	\$18,000 Increased by \$8,000 because of pending litigation. Increase was average of actual past legal costs outside meeting attendance allowance of \$5,400.
5. Audit	\$ 3,500 Increased by 10% or \$300.
6. Admin. Assistant	\$12,500 No change. Actual future additional needs cannot be estimated at this time.
7. Secretary	\$18,242 Increase of \$1,682 is difference between estimated availability last year and full-time usage this coming fiscal year.
8. Operations Coordinator (old)	<\$ 5,500> This line item from last year has been discontinued. Funding should be complete early next fiscal year. Local costs are actually incurred by new Line Item 8.
8. Plant Superintendent	\$225,768 This total is a 7.5% increase over original estimate of last year. These Line Items 8 thru 13 make up the guaranteed cost of manpower that is a part of the contract between HMB and SAM. This figure is maximum and will not be exceeded.
9. Chief Plant Operator	
10. Lab. Technician	
11. Mechanic	
12. Three Plant Operators	
13. Laborer	

<u>LINE ITEM NO./DESCRIPTION</u>	<u>AMOUNT/EXPLANATION:</u>
	The cost to HMB will not be known until they have completed their own salary review program, union negotiations, etc. Any savings in this category will be shared by all member agencies of SAM.
14. O&M Service Contracts	\$29,768 No change.
15. Directors' Fees	\$ 7,800 No change. Any change in this category should be initiated by the Board of Directors.
16. Material & Supply	\$ 500 No change.
17. Pubs & Printing	\$ 300 No change.
18. Insurance	\$26,650 Increase is 10% over that estimated last year.
19. Travel & Meetings	\$ 4,600 Increase of \$1,650 includes additional personnel participation in CWPCA - CA Water Pollution Control Association activities.
20. Office Expense	\$ 6,000 Increase of \$1,500 is primarily due to lease of copy machine, service contract and supplies.
21. Memberships	\$ 745 Reduction of \$11 is due to adjusted fees.
22. Chemicals	\$48,215 No change. This account may require an adjustment as chemical needs and costs become known based on actual operations.
23. Equipment Rental	\$ 4,450 Increase of \$1,000. This account includes lease of small computer for O&M Reports, administrative functions and will be compatible with unit owned by the Treasurer and miscellaneous special repair equipment.
24. Fuel & Lube	\$ 8,000 No change. This account includes fuel costs for emergency generators, Portola Avenue Pump Station heat, and vehicles plus oils and grease. Future adjustments may be necessary based on actual operations.

Line-By-Line Explanation

SAM 1983-84 Budget Page Three

LINE ITEM NO./DESCRIPTIONAMOUNT/EXPLANATION:

25. Maintenance & Repair	\$12,000	No change. This is a large account constituting outside maintenance and repair to chemical feeders, analysis and flow meter repairs, treatment equipment, sludge dewatering, vehicles, lab and office equipment, pumping stations, motor controls, etc. Adjustment would be necessary based on actual expenses.
26. Tools & Supplies	\$ 8,100	No change. This account includes lab supplies, janitorial supplies, operating supplies and hand tools.
27. Vehicle Leases	\$ 8,500	No change. This includes two pickup trucks, rental of backhoe and dump truck on an as-needed basis.
28. Utilities	\$306,000	Reduced by \$36,130. This is the best estimate at this time. Further adjustment may be necessary. Budgeted costs for telephone and communication equipment have been separated out and assigned to Line Item #29.
29. Telephone & Communications	\$ 2,800	New account. These costs were previously included in Line Item #28. Includes anticipated telephone and communication line costs.
30. Training-Supply/Class	\$ 2,350	New account. This account includes safety films, brochures and seminars; Process manuals and text books; Process seminars; and supervision & Management seminars.
<u>CAPITAL ACCOUNTS</u>		
31. Capital Equip Purchase	\$ 3,700	New account. Includes anticipated O&M needs for portable radios, frequency analyzers, Megohmer, tachometer and cleaning equipment.
32. Capital Equip Purchase	\$ 0	New account. Set up for future admin possible needs.

LINE ITEM NO./DESCRIPTION

AMOUNT/EXPLANATION:

33. Spare Parts Inventory

\$23,134 We are scheduled to establish a spare parts inventory of \$25,000 value. \$1,866 was budgeted last year for this purpose; balance budgeted this year.

RESERVE ACCOUNTS

34. Contingency Reserve

\$15,538 This figure represents 10% of Admin. Total Costs shown on bottom of first page.

35. Repair & Replace

\$65,789 This figure represents 10% of O&M Total Costs shown on bottom of first page.

36. Capital Reserve Fund

\$57,499 No change. This is an arbitrary figure which should be increased progressively in the future. It is an account standby recommended by EPA which used to be mandatory.

ROBERTSON, ALEXANDER, LUTHER, ESSELSTEIN, SHIELLS & WRIGHT

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April 4, 1983

W. S. Heaslet, General Manager
Sewer Authority Mid-Coastside
P. O. Box 862
Half Moon Bay, California 94019

Re: Granada Sanitary District

Dear Bill:

As requested, I am enclosing herewith copies of Granada Sanitary District Ordinances Nos. 44 and 45 which establish the sewer service charges in effect for fiscal year 1982-83.

Ordinance No. 44 prescribes a basic \$68.75 rate which is in addition to the normal sewer service charge rate and is used for service of bonded indebtedness. As you undoubtedly know, the District issued revenue bonds during 1982 to raise funds to pay its share of the SAM project.

Ordinance 45 is the basic sewer service charge ordinance for 1982-83. It establishes an annual base rate of \$178.00.

If you need any additional information, please let me know.

Regards,


WILLIAM D. ESSELSTEIN

WDE:k

Enclosures

cc: Granada Sanitary District

RECEIVED
APR 5 1983

SEWER AUTHORITY
MID-COASTSIDE

